



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1746.15H

6A

OCT 15 2004

COMBAT CENTER ORDER 1746.15H

From: Commanding General, Marine Air Ground Task Force Training Command,
Marine Corps Air Ground Combat Center
To: Distribution List

Subj: CONSTITUTION, BY-LAWS AND HOUSE RULES FOR STAFF NON-COMMISSIONED
OFFICER'S CLUB

Ref: (a) MCO P1700.27A

Encl: (1) Introduction
(2) Constitution
(3) By-Laws
(4) House Rules
(5) Comparison of Military and Civilian Equivalent Grades
(6) Advisory Committee Appointment Letter

1. Situation. To promulgate regulations for the operation and government of the Staff Non-Commissioned Officer's Club per the reference.

2. Cancellation. CCO 1746.15G.

3. Mission. This Order contains major paragraph modifications in the areas of articles and procedures, which must be completely reviewed.

4. Execution

a. Per paragraph 10204 of the reference, the Advisory Committee is hereby directed to review and maintain the current Constitution and By-Laws annually.

b. The manager of the Staff Non-Commissioned Officer's Club shall post copies of this Order in conspicuous places within the Staff Non-Commissioned Officer's Club and will ensure the availability to members and guests.


c. All Commanding Officers from the host Command and major resident organizations aboard the Combat Center, i.e., Battalions, Detachments, separate Companies, Naval Hospital, and Dental Clinic will appoint a primary and alternate member to the Advisory Committee per paragraph 10204 of the reference.

d. Recommendations concerning the contents of the Constitution, By-Laws and House rules for the Staff Non-Commissioned Officer's club are invited. Such recommendations will be forwarded to the Director, Marine Corps Community Services (MCCS), via the appropriate chain of command.

5. Administration and Logistics. Distribution statement A-1 directives issued by the Commanding General are distributed via e-mail. This Order can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to Active Duty and Reserve Personnel aboard MCAGCC.



J. R. BRADEN
Chief of Staff

DISTRIBUTION: A-1

INTRODUCTION

1. Purpose. To promulgate policies and procedures for managing and administering the Staff Non-Commissioned Officer's Club.

2. Procedures for Amending the Constitution. The following procedures will be followed in amending this Order.

a. Any member, through a designated representative, may request that the Advisory Committee consider amendments to this Order. Management, through the Advisory Committee, may also recommend amendments.

b. The Advisory Committee will consider amendments at regular business meetings and upon approval of two-thirds of available members.

c. Amendments may also be considered by the active membership during specially scheduled meetings. Approval of two-thirds of the available body is required to adopt an amendment, subject to review by the Commanding General. Amendments adopted under provision of paragraph 2b above may be reviewed by the membership upon request of ten percent of the membership.

d. Upon approval of an amendment by the Commanding General, it is the responsibility of the Advisory Committee President to request promulgation by the Head, Food and Hospitality Branch, MCCS Directorate. The Head, Food and Hospitality Branch, MCCS Directorate shall take the administrative steps necessary to include the amendments as changes to this Order.

CONSTITUTION

ARTICLE I

1. Designation. The official name of the club shall be "Hashmarks", Marine Corps Air Ground Combat Center, Twenty-nine Palms, California, hereinafter referred to as the Club.

ARTICLE II

2. Purpose. The purpose of the Club is to promote and maintain the well-being, morale, camaraderie and the wholesome use of leisure time for Staff Non-Commissioned Officers and their families or guests, stationed aboard the Combat Center. The primary mission is providing food, beverages and entertainment.

ARTICLE III

3. Organization

a. The Club is a branch of the MCCS Directorate, Food and Hospitality Branch and will be operated per the reference, this Order, and with such directives as may be issued by higher authority.

b. The Club, located in building 1531 and all property therein, will be controlled, maintained, and accounted for per the reference.

c. The Manager of the Club will be appointed in writing by the Director, MCCS Directorate and is responsible to the Head, Food and Hospitality Branch for the operation of the Club.

ARTICLE IV

4. Memberships and Patrons

a. Active Membership. A member is defined as a patron who pays membership dues and holds a membership card. Active Club membership will be restricted to Staff Non-Commissioned Officers (SNCOs) stationed aboard the Combat Center.

(1) Staff Non-Commissioned Officers of the Marine Corps, active duty and reserve.

(2) Staff Non-Commissioned Officer Selects of the Marine Corps, active duty and reserve.

(3) Personnel of equivalent rank, in a similar status of other branches of the Armed Forces of the United States.

(4) Membership in the Club is voluntary.

b. Associate Membership. Associate membership in the Club commensurate with grade, rank, or pay equivalent will be extended automatically to personnel listed below:

(1) Active duty military members of the Armed Forces of appropriate rank who are on temporary duty, in transit, or not assigned to the Combat Center.

(2) Adult family members of SNCOs (E-6 and above) and Staff Sergeant Selects.

(3) Recipients of the Medal of Honor, honorably discharged veterans of the U. S. Armed Forces with 100 percent disability, or the widow or widower of the veteran.

(4) Members of the U. S. Armed Forces Reserve or National Guard on duty for less than 30 days.

(5) Members of the U. S. Armed Forces Reserve or National Guard on extended active duty of 30 days or more.

(6) Members of the U. S. Armed Forces (Retired) who are receiving retired pay.

(7) Other uniformed personnel, including the Coast Guard, National Oceanic and Atmospheric Administration, and the U. S. Public Health Service, on active duty or on the retired list.

(8) DoD and other federal employees attached to the Combat Center; GS-5, WS, WG, WL and NF grades per enclosure (5).

(9) Retired Federal Government civilian personnel; only if they were members of the Club at the time of retirement (a transfer of membership). Spouses of deceased personnel may continue such membership.

(10) Foreign military personnel authorized Exchange privileges.

(11) Uniform paid members of the American Red Cross assigned to the Combat Center.

(12) To ensure compliance with Marine Corps traditions of morale, camaraderie, and discipline, those civilian employees who would otherwise be eligible for membership, but are the spouse of an active duty military member who by virtue of grade is prohibited use of the Club, shall be denied membership in and/or use of the SNCO Club.

c. Honorary Membership. Honorary membership may be extended to the categories of personnel listed below. Personnel eligible for active or associate status are not eligible for honorary membership.

(1) Unmarried widows/widowers of deceased active or retired military personnel.

ENCLOSURE (2)

(2) Family members of missing in action (MIA) or prisoners of war (POW) military personnel.

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General.

d. Patronage Eligibility. A Club patron is defined as an individual who is authorized to utilize Club facilities, but is not a dues paying member. Personnel who may use the Club facilities are as follows:

(1) Adult family members of active, associate or honorary members.

(2) Reciprocal privileges are extended to dependents of Marines in a deployment status and to active, associate or honorary members of other Staff Non-Commissioned Officers Clubs.

e. Termination of Membership

(1) Membership will terminate upon request of the patron, or when directed by the Commanding General. Prior to termination, members will reconcile with the membership card sponsor, i.e. Bank One.

(2) In the event that a member is recommended for termination for cause, the advisory board will make such recommendation and forward it to the Commanding General, via the President of the Advisory Board for decision.

ARTICLE V

5. Advisory Committee

a. The President and Vice President of the Advisory Committee shall be elected by the active members of the Club, will be active duty military assigned to the Combat Center, and will be active members in good standing.

b. The Advisory Committee shall be comprised of the President, Vice President, and a member and alternate appointed in writing from each Command, e.g., Battalions, Separate Companies, Detachments, Naval Hospital and Dental Clinic. The Combat Center Sergeant Major will be President exofficio. A Recorder/Secretary shall be appointed by the President from the membership.

c. All members can vote except the President and President exofficio. The President shall vote only in the case of a tie.

d. The following individuals are authorized to attend meetings as exofficio members.

- (1) Director, MCCA Directorate
- (2) Division Head, Business Operations
- (3) Head, Food and Hospitality Branch

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(4) Manager, SNCO Club

(5) MCCS Senior Management Analyst

(6) All Battalion Sergeants Major, separate Company First Sergeants, and Command Master Chiefs.

e. In addition, all Club members in good standing are authorized to attend.

f. The duties of the Advisory Committee are as follows:

(1) Act only in an advisory capacity to the Commanding General, not as a group engaging in any management or operational duties.

(2) Seek suggestions from the members that it represents, and make recommendations for improvements to the Commanding General via the Director, MCCS Directorate.

(3) Maintain a current Constitution and By-Laws for the Commanding General.

(4) Review financial statements quarterly and annual audit reports annually.

g. Any representative of the Advisory Committee who is relieved of duty or transferred from the Combat Center will no longer serve with the Advisory Committee. The organization from which the representative was relieved or transferred will be required to appoint a suitable replacement prior to the next scheduled Advisory Committee meeting, utilizing enclosure (6).

h. New members of the Advisory Committee will present their appointing order to the President at the first meeting of the Advisory Committee subsequent to their appointment.

i. When resigning, members of the Advisory Committee will submit a letter of resignation to their Commanding Officer.

ARTICLE VI

6. Standing Committees. The President of the Advisory Committee shall ensure the formation of the following committees, and will appoint the Chairman of each from the membership of the Advisory Committee. The committees themselves may be formed of not more than five active members of the Club.

a. House Rules Committee

b. Entertainment Committee

c. Election Committee

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ARTICLE VII

7. Removal From Office. The Commanding General may remove any member of the Advisory Committee from office, for cause.

ARTICLE VIII

8. Meetings. The President shall call meetings of the Advisory Committee at least once a month.

a. Fifty percent of the voting members of the Advisory Committee will constitute a quorum for such meetings. In the absence of a quorum, the Commanding General may approve the recommendations of those members present.

b. The minutes of all meetings will be forwarded to the Commanding General via the Head, Food and Hospitality Branch, MCCA Directorate, within five working days after the conclusion of meetings. An advance copy will go to the Combat Center Sergeant Major.

ARTICLE IX

9. Profits. The Club is an instrumentality of the United States Government and will not be operated for the financial profit of any person or combination of persons. Club personnel will not accept any entertainment, gifts, loans or favors of any kind, no matter how innocently received, from any person or firm who seeks to, or enjoys dealings with this activity, which could result in financial profit or benefit to club personnel. The Club will not accept any contributions or donations from commercial organizations for its employees, employee parties or other select groups. No individual will have any enforceable interest or right of any kind in the operation of the Club or its assets.

a. Dues are established to help defray operational expenses and enhance quality of life for members and their families, while providing camaraderie outside the workplace. As mentioned, membership is voluntary, but highly encouraged to help build unit cohesion both within separate units and MCCA as a whole. Card member services, i.e. Bank One, will bill patrons monthly for membership dues. MCCA will mail a monthly calendar of events. Club dues will be reviewed annually.

ARTICLE X

10. Agents and Peddlers

a. Authorized dealers in commodities such as liquor, food, etc., will be permitted to conduct business with Club management only.

ENCLOSURE (2)

b. Club officials will not be permitted to accept any gifts (monies, merchandise, or items of any value) for themselves or on behalf of any member of their family, from any business concern or agent doing business with the Club.

ARTICLE XI

11. Alcoholic Beverages. Members will not bring any beverage products into the club for consumption on the premises.

ARTICLE XII

12. Credit and Charges. All members, patrons, and their guests are authorized the use of Visa, Master card, Discover Card or American Express for credit purposes.

BY-LAWS

ARTICLE I

1. Advisory Committee. The Advisory Committee shall meet no less than monthly or more frequently at the discretion of the President or, in his/her absence, the Vice President.

a. In the temporary absence of the President and Vice President, the order of succession will be the Chairman, House Rules Committee; Chairman, Entertainment Committee.

b. Within limits prescribed by the Commanding General, the Advisory Committee shall make, or cause to be made, such rules for the Club facilities as it may find expedient.

c. The President shall be the primary operating agent of the Advisory Committee.

d. The Recorder/Secretary of the Advisory Committee shall maintain a current list of members of the Advisory Committee as well all committees. The Recorder/Secretary shall give notice of all meetings to those persons concerned, keep a record of the proceedings of all meetings, assure that such records are signed by the President and forwarded to the Commanding General within five working days via the Head, Food and Hospitality Branch and the Director, MCCS Directorate, and prepare recommended changes to the Order for the Commanding General's signature.

e. Elected or appointed members of the Advisory Committee shall not receive remuneration from the Club in cash, goods, or services for any duties performed as a member of the Advisory Committee or as an individual during or after working hours.

ARTICLE II

2. Manager. The manager is responsible for the operation of the Club per the reference. The Manager is responsible to the Head, Food and Hospitality Branch, and ultimately to the Director, MCCS Directorate for the administration of the Club. The manager will be guided in the performance of duties by current regulations to include Advisory Committee recommendations approved by the Commanding General and added to this Order.

ARTICLE III

3. Elections. Elections for the office of President and Vice President will be conducted in the following manner:

a. The President will call a general meeting during the month of December of all members per paragraph 4 of this Order. This meeting will be for the expressed purpose of receiving nominations for the office of

President. The time and place of the meeting will be published a minimum of two weeks prior to the meeting.

b. The President will accept nominations for office from the floor and will be assisted by members of the Advisory Committee. Nominations will not be closed until at least two or more nominations have been received. A letter of proxy may be accepted.

c. Persons nominated must indicate their desire to accept or decline. The President will introduce the nominations and open the floor for questions and discussion. No person will be nominated who is not a member in good standing.

d. Upon closing of the nominations, the President will notify the members present of the date(s) of balloting. The date will not be less than three working days or more than 10 working days following the date of nominations. The place of balloting will be the Club or via electronic form.

e. Voting will be secret and will be supervised and controlled by the Election Committee. The Election Committee will be appointed from members of the Advisory Committee. The Committee will consist of a Chairman and as many members as the Advisory Committee deems necessary to ensure control and proper voting. The Chairman will ensure that ballots are prepared prior to the election and that the names of all nominees are published to all organizations for widest dissemination.

f. The ballots will in no manner be serialized, and will list the names of nominees alphabetically.

g. Balloting will be conducted on two consecutive working days. Personnel voting will have their names checked off the roster upon receiving their ballot. Upon completion of voting on the second day, the Election Committee will count the ballots. The candidate with the most votes will be declared President, and the first runner-up will be declared the Vice President.

h. The term of offices will be one year, commencing on the first day of February, providing the Commanding General approves the election returns.

i. In the event the President cannot fulfill the term of office, the Vice President will become the President, and the Advisory Committee will elect a new Vice President from its members.

j. In the event the Vice President cannot fulfill the term of office, the Advisory Committee will elect a new Vice President from its members.

ARTICLE IV

4. Committees

a. House Rules Committee

(1) The House Rules Committee will recommend House Rules for each of

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the Club facilities, covering such matters as hours of operation, dress, conduct, etc. Recommendations will be submitted to the Advisory Committee.

(2) The House Rules Committee may receive complaints and/or recommendations from patrons on the operation of the Club facilities and will take corrective action within their purview. The Committee will make its recommendation on such matters at the Advisory Board meetings.

(3) The House Rules Committee will report to the Advisory Committee at each meeting on matters under its cognizance and will include changes in the House Rules recommended since the last meeting or anticipated prior to the next meeting.

(4) The House Rules Committee will investigate complaints of the management against patrons.

b. Entertainment Committee

(1) The Entertainment Committee, in conjunction with the Manager, will plan Club-sponsored entertainment.

(2) The Entertainment Committee is responsible for the wide and timely dissemination of information regarding coming events, utilizing all authorized media.

(3) The Entertainment Committee will report to the Advisory Committee at each meeting detailing entertainment plans for the upcoming quarter. Such plans are subject to the approval of the Advisory Committee.

c. Election Committee. The Election Committee will set up, coordinate, Validate, count and record all election ballots.

ARTICLE V

5. Club Privileges

a. Family Members eligible in paragraph 4 of this Order, of active, associate, and honorary members will be afforded the same patron privileges as their sponsor. Spouses of members, who are eligible for membership with the Club in their own right, may maintain that membership.

b. Reciprocal patron privileges will be extended to active, associate, and honorary members and their family members of other equivalent clubs.

c. Nonmembers are authorized use of Club facilities at the discretion of the Advisory Committee in conjunction with command functions.

d. Members and Patrons of the Club or their family members will normally not be permitted to use Club facilities to entertain military personnel who, by virtue of their grade, are not eligible for membership. Requests for exception should be addressed by letter to the Commanding General for evaluation/resolution on a case-by-case basis.

e. Military spouses who are not eligible for membership in their own

ENCLOSURE (3)

right, by virtue of their grade, will not be entitled to use Club facilities, unless their spouse accompanies them. When in the Club, such spouses are required to be in civilian attire.

ARTICLE VI

6. Private Parties

a. When availability permits, the Club facilities may be reserved for private catered events attended by groups of authorized patrons.

b. Reservations and arrangements for such events will be made with the Club Manager.

c. Reservation cancellations must be submitted at least 72 hours prior to the event.

d. At least 10 days before the date of any private event, the contracting member or an authorized representative must sign a party contract. The contract must include a forecast of the number attending. Any individual desiring use of the Club for a private party must ensure that at a minimum, the cost of labor is covered. This is done by guaranteeing \$200.00 in sales. A fee of \$200.00 will be required as annotated in the contract, and this \$200.00 deposit will go to the first \$200.00 worth of drinks. This money is not paid just to cover labor, but to guarantee a minimum of \$200.00 worth of sales. This deposit is required of all individuals desiring private use of the Club, and will not be waived.

ARTICLE VII

7. Privilege Revocations and Reinstatement

a. Club privileges may be denied to members and guests for infractions of the House Rules under the following conditions:

(1) By management until the next meeting of the House Rules Committee. (Management will report suspensions to the House Rules Committee Chairman on the next working day).

(2) By the House Rules Committee after completion of the procedures listed in paragraph 6b below. House Rules Committee and Advisory Committee decisions are subject to review and confirmation by the Commanding General.

b. Upon notification of a rules infraction, the House Rules Committee will investigate the incident, require the appearance of the alleged offender at a hearing and report recommendations to the Advisory Committee.

c. Members desiring to appeal the action taken by the Advisory Committee may request to appear before the Advisory Committee. Such requests must be submitted to the Advisory Committee President in writing.

ENCLOSURE (3)

d. Suspended members may be reinstated 90 days after the date of the Advisory Committee at any time during the suspension. The Advisory Committee may, subject to the Commanding General's confirmation, reinstate a member at any time.

ARTICLE VIII

8. House Rules. House Rules of the Club will be available in the Club for the information, guidance, and compliance of all concerned.

ENCLOSURE (3)

HOUSE RULES

1. All members will uphold the standard of decorum expected of a Staff Noncommissioned Officer.
2. With the exception of the Manager or designated representative, no person will, under any circumstances, take it upon themselves the prerogative of disciplining or censuring any employee or individual attached to or serving in the Club.
3. Unsatisfactory service or dereliction of duty on the part of Club employees will be brought to the attention of the Manager or the Duty Manager.
4. The Manager's office shall be open at such times as may be required for Club functions or special events/parties.
5. On special occasions, the Manager shall have the option to revise the operating hours for a particular event, subject to the approval of the Commanding General. In addition, on evenings when the Duty Manager can ascertain that there is insufficient business to warrant maintaining operations, the facility may be closed.
6. All alcoholic beverage sales will cease 30 minutes prior to closing time.
7. Alterations of operating hours for seasonal work will be recommended by the Advisory Committee, subject to approval by the Commanding General.
8. Property will not be removed from the Club premises without permission of the Manager. Patrons will be held responsible for willful or negligent damage to property.
9. Guest Policy. A bona fide guest is defined as a nonmember of the Club, not otherwise authorized to use the Club per paragraph 4 of this Order, and whom a member has specifically invited and for whom the member accepts full responsibility. The following limitations apply to the use of Club facilities by bona fide guests:
 - a. Employees of the Club not otherwise eligible for membership or use of the Club as authorized by paragraph 4 of this Order may not use the Club as bona fide guests.
 - b. Individuals or groups who are entitled to Club privileges of another Club may, with the Commanding General's approval, attend a Club in which they are not normally entitled. Example: A Gun Club consisting of all ranks, which holds a Club dinner.
 - c. Upon written invitation by the Commanding General, use of Club facilities may be extended on a one-time basis to groups consisting of member not entitled to Club membership.
 - d. The attendance of officers and their families at social functions sponsored for Staff Noncommissioned Officers by the Club is strictly prohibited, except on special occasions when authorized by the Commanding General. Requests for authorization shall be submitted to the Commanding

General via the Head, Food and Hospitality Branch. In all cases, the Club Manager will be notified of any special request authorized by the Commanding General.

e. Any individual not mentioned above, when recommended by the Advisory Committee and when approved by the Commanding General.

10. Proper dress for members and guests is as follows:

a. Uniform of the Day or appropriate civilian attire may be worn at any time other than at special Club events for which attire may be designated.

b. Bathing Suits, shower shoes, cutoffs, PT Gear, and tank tops will not be worn in the Club at any time.

11. Persons under the age of 21 are not permitted in the Club at any time.

12. Per Combat Center directives and the laws of the State of California, anyone under the age of 21 will not be served or permitted to consume alcoholic beverages.

13. Upon request of the Manager or designated representative, all members or guests will be required to show proper identification.

14. Members and guests shall not be permitted behind the bar at any time.

15. Animals, other than Seeing Eye dogs, will not be permitted in the Club.

16. Arrangements for luncheons, meetings, parties, etc., will be made by contacting the manager. Additional regulations apply to mixed grade and some types of organizational functions. Authority to hold such functions must be made in advance. Permission is also required if alcoholic beverages are to be served at other than posted hours. Requests for deviation should be forwarded, in writing, to the Commanding General via the Head, Food and Hospitality Branch and the Director, MCCS Directorate.

17. Only beverages dispensed by the Club may be consumed in the Club.

18. Personal checks may be cashed for all active members in amounts not to exceed \$200.00 per person, per day.

a. All checks shall be made payable to MCCS - 0150 and the maker's name, rank, SSN, organizational address and phone number shall be shown thereon.

b. Traveler's Checks may be cashed upon proper identification of the individual concerned. The ability to cash such instruments is governed by the amount of revenue on hand at the time.

c. An assessment fee of \$25.00 per check shall be levied upon all dishonored checks unless the individual can provide proof of a bank error.

19. The following instructions apply in the sale and handling of alcoholic beverages by the Club. Activities specifically prohibited are:

a. Employment or use of the services of any minor for the sale or consumption of any alcoholic beverages.

b. Selling to or providing alcoholic beverages to patrons during hours of non-operation.

20. The club will assume no responsibility for private property left at the Club unless such property is properly deposited with the receipt for by the Manager or designated representative.

21. The posting of notices in the Club, without prior approval from the Manager, is prohibited.

22. On guest night (to include Bosses Night), as announced by the Advisory Committee, active members and patrons are authorized to invite guests to the Club. All officers must be identifiable and will wear their uniform to these occasions.

23. Gambling in any form will not be permitted in the Club.

ENCLOSURE (4)

Comparison of Military and Civilian Equivalent Grades

Military Grade	MILITARY	CIVILIAN		
	Rank USMC/Navy	White Collar (GS/GM)	NAF	Blue Collar (FWS)
O-10	General/Admiral	SES*		
O-9	Lieutenant General/ Vice Admiral	SES*/GS-16, 17 or 18		
O-8	Major General/ Rear Admiral Upper Half	SES*/GS-16, 17 or 18		
O-7	Brigadier General/ Rear Admiral Lower Half	SES*/GS-16, 17 or 18		
O-6	Colonel/Captain	GS/GM-15		SHIPS PILOTS
O-5	Lieutenant Colonel/Commander	GS/GM-13-14	NF-5	WS-14 Thru WS-19
O-4	Major/Lieutenant Commander	GS-12		WT-15
O-3	Captain/Lieutenant	GS-10, 11	NF-4 (Exempt)	
O-2	First Lieutenant/Lieutenant Junior Grade	GS-8, 9		
O-1	Second Lieutenant/Ensign	GS-7		
W-5	Chief Warrant Officer 5	GS-9		WS-8 Thru WS-11
W-4	Chief Warrant Officer 4	GS-8	NF-3 (Exempt)	WL-8 Thru WL-14
W-3	Chief Warrant Officer 3	GS-8		WG-12 Thru WG-15
W-2	Chief Warrant Officer 2	GS-7		
W-1	Chief Warrant Officer 1	GS-7		
E-9	Sergeant Major/Master Gunnery Sergeant/Master Chief Petty Officer	GS-6	NS; NF-3 (Nonexempt)	WS-1 Thru WS-7
E-8	First Sergeant/Master Sergeant/Senior Chief Petty Officer	GS-6		
E-7	Gunnery Sergeant/Chief Petty Officer	GS-6	NL	WL-1 Thru WL-5
E-6	Staff Sergeant/ Petty Officer First Class	GS-5	CC-II (GSE 4-5)	WG-9 Thru WG-11
E-5	Sergeant/ Petty Officer Second Class	GS-4		
E-4	Corporal/ Petty Officer Third Class	GS-4		
E-3	Lance Corporal/ Seaman	GS-1-3	NF 1-2	
E-2	Private First Class/Seaman Apprentice	GS-1-3	CC-1 (GSE 2-3)	WG-1 Thru WG-8
E-1	Private/Seaman Recruit	GS-1-3	NA	

* All SES are considered equivalent to "Flag" rank. However, the specific position determines their equivalency within the "flag" level. For example, a Deputy Commander of a Systems Command would be considered the same as what a military would be in a similar position.

Source: DOD JTR, Appendix C, 9/1/76, Table of military and Civilian Equivalent Grades for Prisoner of War Identification-Geneva Convention.

Note: This is the only known information available that shows military/civilian grade equivalencies; therefore, it should be used only as a guide. Table has been updated to reflect current ranks, pay plans, and grades.



UNITED STATES MARINE CORPS

YOUR UNIT
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788280
TWENTYNINE PALMS, CALIFORNIA 92278-8280

IN REPLY REFER TO:

5110

From: Commanding Officer, Your Unit
To: President, Staff Non-Commissioned Officers (SNCO) Club
Subj: APPOINTMENT OF ADVISORY BOARD REPRESENTATIVE AND ALTERNATE
Ref: (a) CCO 1746.15G

1. In Accordance with the reference, the following personnel are appointed as Primary Unit Representative and Alternate Representative for this command:

Primary	_____	<u>LAST 4/PHONE</u>
Alternate	_____	<u>LAST 4/PHONE</u>

2. The primary representative is hereby directed to attend any and all SNCO club advisory board meetings to represent this command in all matters pertaining to the SNCO Club. In the event that the primary representative is unable to attend, the alternate representative will attend in the same capacity. If neither the primary/alternate will attend due to organizational commitments, notice will be given to the SNCO Club President at a minimum of 24 hours prior to the scheduled meeting.

3. This letter supercedes all previous appointment letters.

YOUR COMMANDING OFFICER

ENCLOSURE (6)